



**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF VETERINARY EXAMINERS  
333 Willoughby Avenue, 9th Floor  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2542  
E-mail: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)**

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**PROCEDURE FOR OBTAINING A COURTESY LICENSE TO  
PRACTICE VETERINARY MEDICINE IN ALASKA**

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Under AS 08.98.120 no person may practice veterinary medicine, surgery, or dentistry in the state without first obtaining an Alaska license (AS 08.98.120). Regulations provide for issuance of a courtesy license to certain individuals for special events.

**A courtesy license may be issued to a non resident** to practice veterinary medicine for a special event only. A courtesy license does not authorize the licensee to conduct a general veterinary practice or to perform services outside the scope of practice required for that special event.

A courtesy license is valid for 30 consecutive days. A person may not be issued more than two courtesy licenses in a calendar year. The holder of a courtesy license is obligated to uphold the standards of practice identified in 12 AAC 68.070- 12 AAC 68.190 and is subject to the disciplinary provisions of AS 08.01.075 and AS 08.98.235.

A completed application must be postmarked or received by the division NO LATER THAN 30 days before the special event for which the courtesy license is requested. The following documents and fees constitute a complete application and must be on file before your application will be considered.

**COURTESY LICENSE PROCEDURES**

1. Completed, notarized application. (In accordance with AS 08.01.060 all applicants must provide a United States Social Security Number as required on the application. Applicants who do not hold a United States Social Security Number must complete the enclosed form titled "Request for Exception from Social Security Number Requirement" and submit it with the application.)
2. \$125.00 (includes \$50.00 non-refundable application fee and \$75.00 Courtesy license fee). Make check or money order payable to the State of Alaska.
3. Verification of
  - (A) a valid license to practice veterinary medicine in another state or a province of Canada;
  - (B) current status as a specialist certified by a board recognized by the American Veterinary Medical Association (AVMA) in the specialty area for which the applicant is requesting a courtesy license;or
  - (C) a valid license to practice veterinary medicine in a licensing jurisdiction outside of the United States or Canada; and either
    - (i) verification of having passed the examination of the Education Commission for Foreign Veterinary Graduates; or
    - (ii) a signed acknowledgment that the applicant will practice only under the direct supervision of a veterinarian who holds a permanent license in this state or who holds a permanent license in another state and a courtesy license in this state;

Note: If the special event is a "specialty clinic" as defined in 12 AAC 68.041(f)(3), submit verification of current status as a specialist certified by the American Veterinary Medical Association (AVMA) in the specialty area for which the applicant is requesting a courtesy license. Forward to this office either a notarized copy of the required certificate or a letter sent directly from the AVMA specialty board verifying specialty status.



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# APPLICATION FOR COURTESY VETERINARY LICENSE

**TOTAL REQUIRED: \$125.00** (\$50.00 NONREFUNDABLE APPLICATION FEE AND \$75.00 COURTESY LICENSE FEE)

Make personal check or money order made payable to the State of Alaska

Name: \_\_\_\_\_

Last                      First                      Middle Initial

Mailing Address: \_\_\_\_\_

Street or P.O. Box Number	City	State	Zip Code

Social Security No.: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Daytime Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Other Names under which you have been known (maiden name, etc.): \_\_\_\_\_

State or Country of Residency: \_\_\_\_\_

List the States or Jurisdictions in which you hold or have ever held a license or permit to practice veterinary medicine:

State or Jurisdiction which will forward to this office a current Verification of Licensure: \_\_\_\_\_

Special Event to Which Courtesy License will be Applied: \_\_\_\_\_

Exact Dates License Required (30 day maximum): From: \_\_\_\_\_ To: \_\_\_\_\_

Provide a statement describing the scope of practice required for the event for which the courtesy license is requested:

**(SPECIALTY CLINIC APPLICANTS: Verification of current status as a specialist certified by the American Veterinary Medical Association (AVMA) for the specialty area for which you are requesting a courtesy license must be submitted.)**

**To be completed by Sponsor:**

Sponsor's Printed Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Complete Address of Sponsor: \_\_\_\_\_

Street or P.O. Box Number	City	State	Zip Code

Sponsor Point of Contact:    Name: \_\_\_\_\_    Phone No.: \_\_\_\_\_



**Sponsor's Signature:** \_\_\_\_\_

**Foreign Veterinary Graduates:**

Have you successfully passed the examination of the Education Commission for Foreign Veterinary Graduates?

☐ YES ☐ NO If NO, you must complete the statement below:

I, \_\_\_\_\_, agree to practice only under the direct supervision of  
\_\_\_\_\_, License No. \_\_\_\_\_, who holds a  
Veterinarian  
permanent license in this state or who holds a permanent license in another state and a courtesy license in this state.



\_\_\_\_\_  
Signature of Applicant

All applicants' must read and complete:

**By my signature below, I attest that I have not:**

1. had a veterinary license suspended or revoked in any jurisdiction;
2. been convicted, by a civilian court of this state, the United States, or another state or territory of a felony or misdemeanor involving alcohol or a controlled substance listed in AS 11.71.140 – AS 11.71.190 within the three years immediately before the date of application for a courtesy license.
3. had two or more convictions, by a civilian court of this state, the United States, or another state or territory of a felony or misdemeanor involving alcohol or a controlled substance listed in AS 11.71.140 – AS 11.71.190 within the five years immediately before the date of application for a courtesy license, unless I also successfully completed a treatment program related to abuse of alcohol or a controlled substance since the date of the most recent conviction.

I further understand that all information on this form and supplied with this form will be available to the public, unless required to be kept confidential by state or federal law. By my signature below, I attest that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information which might be of value to this board in determining my qualifications and character, whether it is called for or not. Such falsifications, omissions, or withholding shall serve as sufficient grounds for the suspension, cancellation, or revocation of my veterinarian courtesy license even though it is not discovered until after issuance. I hereby give permission to the Board of Veterinary Examiners to secure additional information concerning me or any statement in this application from any person or any source the board may desire. I further agree to submit to questioning by the board or any member thereof, and to substantiate any statements if desired by the board.

I have read the Alaska Veterinary Practice Act. I solemnly declare upon my honor that, if granted a courtesy license in Alaska, I will respectfully comply with any law governing the practice of veterinarians in this state, and will do my best to uphold and maintain the ethics of the profession.



\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME , a notary public in and for the state of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY SEAL**

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**STATE OF ALASKA**  
**Department of Commerce, Community, and Economic Development**  
**Division of Corporations, Business and Professional Licensing**  
**Alaska Board of Veterinary Examiners**  
**P.O. Box 110806**  
**Juneau, Alaska 99811-0806**  
**COURTESY LICENSE**

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**VERIFICATION OF LICENSURE**

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**Applicant:** Complete this section and mail to a jurisdiction in which you hold a current license to practice veterinary medicine. Some jurisdictions require a fee for completion of a license verification; you may wish to check with that agency prior to submitting this form for completion.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

License No.: \_\_\_\_\_

Address: \_\_\_\_\_

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**PLEASE DO NOT DETACH.** The information below must be completed by the State Licensing Board; it may not be completed by the applicant.

**PLEASE MAIL DIRECTLY TO THE STATE OF ALASKA**

State of \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Type of License Granted: \_\_\_\_\_

License No.: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Licensed by:** ☐ State Exam ☐ National Exam ☐ Other

**Status:** ☐ Current -- Expiration Date: \_\_\_\_\_  
☐ Inactive -- ☐ Lapsed ☐ Suspended  
☐ Revoked -- ☐ Reinstated (if applicable, please explain)

The above-named applicant ☐ is ☐ is not in good standing with this board.

Has the applicant's license ever been suspended, revoked or subject to any disciplinary actions? ☐ Yes ☐ No  
If so, for what reason?

Please provide any information you believe relevant to the applicant's qualifications to practice as a veterinarian:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(BOARD SEAL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address



**PLEASE MAIL DIRECTLY TO:**  
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## REQUEST FOR EXCEPTION FROM SOCIAL SECURITY NUMBER REQUIREMENT

Alaska Statute (AS) 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. If you do not have a United States Social Security Number, complete this form and mail it to the division at the address above.

1. Do you now hold a United States Social Security Number? ☐ Yes ☐ No  
If you answered "Yes" to Question #1, you must provide the Social Security Number to the division before you will be licensed.
2. Have you ever held a United States Social Security Number? ☐ Yes ☐ No  
If you answered "Yes" to question #2, submit an explanation of the status of that Social Security Number (i.e., what occurred that removed the SSN from the Social Security Administrator's records and/or from being a number assigned to you?)  
Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What type of license are you applying for in Alaska? \_\_\_\_\_

I hereby certify that the information supplied on this form is true and correct and I confirm that I do not have a United States Social Security Number assigned to me.

\_\_\_\_\_  
Printed Name of Applicant

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGN HERE**



\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public in and for the state of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY SEAL**



\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**12 AAC 68.041. COURTESY LICENSE.** (a) A courtesy license authorizes the licensee to practice veterinary medicine for a special event only. A courtesy license does not authorize the licensee to conduct a general veterinary practice or to perform services outside the scope of practice required for that special event.

(b) The board will, in its discretion, issue a courtesy license to an applicant who

(1) submits a completed courtesy license application on a form provided by the department no later than 30 days before the special event for which the courtesy license is requested; a completed courtesy license application must be signed by the applicant's sponsor and include all of the fees and supporting documentation required in this subsection;

(2) pays the application and licensing fees established in 12 AAC 02.350;

(3) is not a resident of this state;

(4) submits verification of

(A) a valid license to practice veterinary medicine in another state or a province of Canada;

(B) current status as a specialist certified by a board recognized by the American Veterinary Medical Association (AVMA) in the specialty area for which the applicant is requesting a courtesy license; or

(C) a valid license to practice veterinary medicine in a licensing jurisdiction outside of the United States or Canada; and either

(i) verification of having passed the examination of the Education Commission for Foreign Veterinary Graduates; or

(ii) a signed acknowledgment that the applicant will practice only under the direct supervision of a veterinarian who holds a permanent license in this state or who holds a permanent license in another state and a courtesy license in this state;

(5) identifies the special event for which the license is requested;

(6) identifies the scope of practice required for the event;

(7) identifies the applicant's sponsor; and

(8) attests that the applicant has not

(A) had a veterinary license suspended or revoked in any jurisdiction;

(B) been convicted, by a civilian court of this state, the United States, or another state or territory of a felony or misdemeanor involving alcohol or a controlled substance listed in AS 11.71.140 - 11.71.190 within the three years immediately before the date of application for a courtesy license; and

(C) had two or more convictions, by a civilian court of this state, the United States, or another state or territory of a felony or misdemeanor involving alcohol or a controlled substance listed in AS 11.71.140 - 11.71.190 within the five years immediately before the date of application for a courtesy license, unless the applicant has also successfully completed a treatment program related to abuse of alcohol or a controlled substance since the date of the most recent conviction.

(c) A courtesy license is valid for 30 consecutive days. A person may not be issued more than two courtesy licenses in a calendar year.

(d) The holder of a courtesy license is obligated to uphold the standards of practice identified in 12 AAC 68.070 - 12 AAC 68.190 and is subject to the disciplinary provisions of AS 08.01.075 and AS 08.98.235.

(e) The board will, in its discretion, waive the 30 day application deadline in (b) of this section if the applicant requests a courtesy license to practice veterinary medicine in an emergency situation or if the board determines that the applicant's failure to meet the application deadline is for good cause. Notwithstanding any contrary provision of this section, an applicant may submit under this subsection a notarized copy of a license that meets the requirements of (b)(4) of this section in lieu of license verification from the other jurisdiction.

(f) In this section,

(1) "direct supervision" means the supervising veterinarian is

(A) available for immediate consultation; and

(B) if necessary in the professional judgement of the supervising veterinarian, is physically on the premises with the courtesy license holder;

(2) "emergency situation" means a situation that is unforeseen and potentially threatening to human or animal life;

(3) "special event" means a

(A) sporting event or emergency situation specifically recognized by the board; or

(B) specialty clinic in veterinary medicine conducted by a specialist certified by the AVMA and the clinic is limited to the discipline of veterinary medicine in which the courtesy license holder is certified as a specialist;

(4) "sponsor" means a veterinarian licensed in this state or a representative of a veterinary association in this state who serves as the in-state contact for the board and the public on matters related to a courtesy license holder or applicant, including the courtesy license application, access to patient medical records, and provision of veterinary medical equipment.

(g) A sponsor is responsible for assigning a supervising veterinarian for a courtesy license holder who is required to practice under a supervising veterinarian. A sponsor may not be a competitor in the sporting event for which the courtesy license holder received a license.

**Authority:** AS 08.02.030 AS 08.98.050